

# SIP Progress Report Template Instructions

The Instruction Manual, templates and template instructions for the C-CFSR Process are available on the [Children's Services Outcomes and Accountability Bureau](#) and [CDSS County Extranets](#) webpages.

The Annual SIP Progress Report template mirrors the Instruction Manual and provides the appropriate headings for counties to insert county-specific information. Required elements for inclusion in the SIP Progress Report can be found in Chapter 4. Utilize the Instruction Manual for details regarding required information to be included under the headings within the template. The sections in this template entitled 'Current Performance toward SIP Improvement Goals' and 'Status of Strategies' includes recommended subcategories. The county may choose to use the subcategories, but may format the information to fit the county's needs.

The county has discretion to add additional sub headers, graphs or other tools to provide the required information in each section of the template. Adjust style and formatting by selecting the text and changing the font style to the county's preference. Consider utilizing graphs and other illustrations to present information within each template. Upon completion of the report, the table of contents may be manually populated with page numbers and attachment information.

The following is the format for submitting the full report:

- County Cover Sheet (optional)
- C-CFSR Signature Sheet (this item can also be submitted as an attachment)
- SIP Progress Report
- Attachments:
  - SIP Chart
  - Other attachments

The SIP Chart template will be updated with each annual report. See SIP Chart Template Instructions for information on updating the chart as well as how to expand the SIP Chart.